



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Joseph P. Bort MetroCenter  
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E-MAIL [jobhotline@mtc.ca.gov](mailto:jobhotline@mtc.ca.gov)

# Application for Employment

(Please type or print all information.)

Title of position applied for: ..... Date available to begin work: .....

## Personal Data

Name: ..... Social Security Number: .....

*Last*

*First*

*Middle*

Address: .....  
*Street City State Zip code*

Home phone: ..... Message phone: ..... Work phone: .....  
*(Area code) (Area code) (Area code)*

List other names you have used in your educational or work history: .....

After an offer of employment, can you submit verification of your legal right to work in the United States? ☐ Yes ☐ No

If "no," please explain .....  
.....

Are you 18 years of age or older? ☐ Yes ☐ No Do you have a valid driver's license? ☐ Yes ☐ No

Driver's license no. .... State..... Expiration date.....

Have you ever been convicted of a felony? ☐ Yes ☐ No

If "yes," please explain.....  
*(Such a conviction does not automatically bar you from being considered for employment.)*

# Education

High School and location .....

Did you graduate? ☐ Yes ☐ No If "no," do you have a GED? ☐ Yes ☐ No

**Names and Locations of Colleges/Universities**

**Dates Attended**

**Study/Major**

**Degree**

## Special Skills

Summarize any special skills, training, study or research relevant to position applied for .....

List relevant licenses, certificates and/or professional memberships.....

## Experience

List all previous positions held in the last ten years, starting with your most recent employment first, including U.S. military service. You may also list any non-paid volunteer work related to the position for which you are applying. Resumés are encouraged.

From: ..... To: ..... Employer: .....

Address:.....  
*Street City State Zip code Tel.: (Area code)*

Title of position: ..... No. of employees supervised: ..... Hourly rate/salary: .....

Primary duties: .....

Name of supervisor/person with knowledge of your work:..... Reason for leaving:.....

From: ..... To: ..... Employer: .....  
Address: ..... Tel.: .....  
*Street City State Zip code (Area code)*  
Title of position: ..... No. of employees supervised: ..... Hourly rate/salary: .....  
Primary duties: .....  
Name of supervisor/person with knowledge of your work: ..... Reason for leaving: .....

From: ..... To: ..... Employer: .....  
Address: ..... Tel.: .....  
*Street City State Zip code (Area code)*  
Title of position: ..... No. of employees supervised: ..... Hourly rate/salary: .....  
Primary duties: .....  
Name of supervisor/person with knowledge of your work: ..... Reason for leaving: .....

From: ..... To: ..... Employer: .....  
Address: ..... Tel.: .....  
*Street City State Zip code (Area code)*  
Title of position: ..... No. of employees supervised: ..... Hourly rate/salary: .....  
Primary duties: .....  
Name of supervisor/person with knowledge of your work: ..... Reason for leaving: .....

From: ..... To: ..... Employer: .....  
Address: ..... Tel.: .....  
*Street City State Zip code (Area code)*  
Title of position: ..... No. of employees supervised: ..... Hourly rate/salary: .....  
Primary duties: .....  
Name of supervisor/person with knowledge of your work: ..... Reason for leaving: .....

# Professional References

List below three individuals (do not include relatives) you have known for at least one year who may be contacted about your qualifications for the position that you are applying for. These individuals should be familiar with either your academic or professional achievements.

Name	Telephone Number	Years Known
	(Area code)	
	(Area code)	
	(Area code)	

## Applicant’s Certification and Agreement (Please read before signing.)

I hereby certify that the above information is correct and true to the best of my knowledge, I understand and agree that any misrepresentation or omission of facts in this application or any other forms or documents which I provide in connection with this application will be sufficient cause for cancellation of this application and/or separation from employment if I have been employed.

In addition to the professional references listed above, I hereby authorize all officials of schools I attended and my former employers and supervisors listed in this application to provide information to MTC, if MTC wishes to verify my education records, previous work record and conduct when evaluating this employment application.

May we contact your present employer?    ☐ Yes    ☐ No

Date:..... Signature of Applicant (in ink) .....

*The Metropolitan Transportation Commission is an Equal Opportunity Employer*

# METROPOLITAN TRANSPORTATION COMMISSION (MTC)

## An Equal Employment Opportunity Employer VOLUNTARY SELF-IDENTIFICATION RECORD

The completion of this questionnaire is voluntary. Its purpose is to assist the Metropolitan Transportation Commission (MTC) in collecting information for research and statistical purposes as required by State and Federal agencies. This form should be returned with your application. It will be detached from your application and kept separate and confidential.

NAME \_\_\_\_\_ SEX: ☐ Male ☐ Female

TITLE OF POSITION APPLIED FOR \_\_\_\_\_ AGE \_\_\_\_\_

### ETHNIC ORIGIN

- ☐ **White** (Not Hispanic or Latino)
- ☐ **Black** (Not Hispanic or Latino)
- ☐ **Hispanic** (Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin, regardless of race)
- ☐ **Asian** (Not Hispanic or Latino)
- ☐ **Native Hawaiian / other Pacific Islander** (Not Hispanic or Latino)
- ☐ **American Indian / Alaskan Native** (Not Hispanic or Latino)
- ☐ **Two or more Races** (Not Hispanic or Latino) Indicate specific ethnicity, or national origin: \_\_\_\_\_

### HOW DID YOU LEARN OF THIS OPENING?

#### Newspaper

<input type="checkbox"/>	Oakland Tribune	<input type="checkbox"/>	Nichi Bei Times
<input type="checkbox"/>	San Francisco Chronicle/Examiner	<input type="checkbox"/>	San Jose Mercury
<input type="checkbox"/>	Oakland Post	<input type="checkbox"/>	Daily Californian
<input type="checkbox"/>	El Mundo	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Tri-Valley Herald	<input type="checkbox"/>	

#### Job Announcement

<input type="checkbox"/>	College/University	<input type="checkbox"/>	School/Dept.	<input type="checkbox"/>	Career Center	<input type="checkbox"/>	Student Org.
<input type="checkbox"/>	Job Trak	<input type="checkbox"/>	MTC Employee				
<input type="checkbox"/>	Professional Organization	<input type="checkbox"/>	MTC Job Hotline				
<input type="checkbox"/>	Community Organization	<input type="checkbox"/>	MTC Website				
<input type="checkbox"/>	Jobs Available	<input type="checkbox"/>	MTC Postcard				
<input type="checkbox"/>	Public/Government Agency	<input type="checkbox"/>	Other				
<input type="checkbox"/>	Internet	<input type="checkbox"/>					

MILITARY SERVICE Branch of Service \_\_\_\_\_ Last Rank Held \_\_\_\_\_

Inclusive Dates of Service \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Are you a Vietnam-era veteran who served on active duty for more than 180 days during the Vietnam era (1962–1974)? ☐ Yes ☐ No

If you want this Agency to consider any special arrangements to accommodate a physical or mental disability, identify or suggest the type of accommodation that you believe would be appropriate \_\_\_\_\_

### MTC IS AN EEO/AA EMPLOYER

The Metropolitan Transportation Commission is an equal opportunity employer. MTC provides employment opportunities to individuals regardless of race, color, religion, sex, age, national origin, physical or mental disability, or marital status. This policy is implemented through an ongoing Affirmative Action Program.

Signature \_\_\_\_\_ DATE \_\_\_\_\_